



**SUMMER YOUTH WORK EXPERIENCE PROGRAM (SYWEP)  
WORK ORDER SOLICITATION NO. SYWEP-02**

**COMMUNITY AND SENIOR SERVICES  
PROGRAM YEAR 2013 SUMMER YOUTH WORK  
EXPERIENCE PROGRAM SERVICES**

**YOUTH (14-21 YEARS)  
COUNTYWIDE**

**ISSUED UNDER THE DEPARTMENT OF  
COMMUNITY AND SENIOR SERVICES (CSS)  
MASTER AGREEMENT FOR  
YOUTH PROGRAM SERVICES**

**COUNTY OF LOS ANGELES  
DEPARTMENT OF COMMUNITY AND SENIOR SERVICES**

**SYWEP WORK ORDER NO. SYWEP-02**

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## PART A – INTRODUCTION

### 1.0 PURPOSE

This Work Order Solicitation seeks qualified Bidders that can provide Summer Youth Work Experience Program services to eligible Youth, ages 14-21. Community and Senior Services (CSS) is seeking to fund agencies with demonstrated experience in the area of paid work experience for Disconnected Youth.

NOTE: Workforce Investment Boards (WIBs) are precluded from applying for the Summer Youth Work Experience Program funding.

#### Authority

On March 20, 2013, the Los Angeles County, Chief Executive Office (CEO), approved one-time Net County Cost (NCC) funding for the Program Year 2013 Summer Youth Work Experience Program to serve Disconnected Youth which may include but are not limited to: CalWORKs, Foster, Probation, Homeless, General Relief and low income Youth. In addition, the County of Los Angeles, Department of Social Services (DPSS) is providing Community and Senior Services CalWORKs funding for the provision of Summer Youth Work Experience Program services exclusively for CalWORKs Youth.

### 1.1 YOUTH WORK EXPERIENCE PROGRAM FOCUS/GOALS

Potential Bidders seeking to provide services under the Summer Youth Work Experience Program shall be required to focus their efforts as follows:

- 1.1.1 Successful Bidders shall place all Youth in paid work experience pursuant to *Exhibit B to this Work Order, PY 2013 Summer Youth Work Experience Program Statement of Work, Section 5.4, Paid Work Experience*;
- 1.1.2 Successful Bidders shall ensure that a minimum of 80% of the total number of Youth exited from the Program meet the Work Readiness outcome pursuant to *Exhibit B to this Work Order, PY 2013 Summer Youth Work Experience Program Statement of Work, Section 5.5, Work Readiness*;
- 1.1.3 Successful Bidders shall offer Youth work activities that build and refine a strong work foundation and employment competencies inclusive of the necessary life skills;
- 1.1.4 Successful Bidders shall offer Youth services which lead to experience in the discipline of work; and
- 1.1.5 Successful Bidders shall offer Youth services which allow Youth to gain an appreciation of the connection between work and learning which is critical to a long-term attachment and success in a rapidly changing labor force.

1.2 Successful Bidder will provide Summer Youth Work Experience Program services pursuant to *Exhibit B to this Work Order, PY 2013 Summer Youth Work Experience Program Statement of Work*.

1.3 **Service Areas throughout the County:** *Exhibit A to this Work Order, Summer Youth Work Experience Program Service Areas*, reflects the cities/areas of highest need within each Supervisorial District where Summer Youth Work Experience Program services shall be focused. Bidder shall provide services to Youth regardless of what area or Supervisorial District in which Youth resides.

## 2.0 STATEMENT OF WORK (SOW)

The scope of the services required by County is described in *Exhibit B to this Work Order, PY 2013 Summer Youth Work Experience Program Statement of Section 5.0*. The finalized SOW, and any addenda thereto, will be incorporated into and form a part of the resulting Youth Work Experience Program.

## 3.0 DEFINITIONS

Throughout this Work Order references to certain specialized terms, persons, groups, and departments/agencies are defined in *Exhibit C, to this Work Order, Glossary of Terms and Acronyms*.

## 4.0 BIDDER MANDATORY REQUIREMENTS

Bidder shall meet the following mandatory requirements in order to be eligible for Summer Youth Work Experience Program funding:

- 4.1 Bidder(s) must comply with the Work Order format and requirements set forth in this document, *Part B, Section 6.0, Preparation and Format of the Bid*, when submitting its bid package.
- 4.2 Bidder must provide satisfactory evidence that its staff meets the staffing requirements pursuant to *Exhibit B to the Work Order, PY 2013 Summer Youth Work Experience Statement of Work, Section 13.0, Successful Bidder(s) Staff*.

## 5.0 FUNDING

Approximately \$1.1 million may be awarded through this Work Order to provide Summer Youth Work Experience Program services.

Of the \$1.1 million, \$460,000 will be utilized exclusively for CalWORKs Youth. Successful Bidder shall place a minimum of 71 Youth, during the term of this Work Order, of which 43 shall reside in a CalWORKs household. **Project sites will be located in or adjacent to areas of highest need in the Supervisorial District in which SYWEP services are proposed.. Areas of highest need are reflected in Exhibit A to this Work Order, Summer Youth Work Experience Program Service Areas.**

For example, if Bidder bids to provide Summer Youth Work Experience Program services in Supervisorial District 1, the project site will be located in or adjacent to the

cities/areas of highest need (i.e. Azusa through West Covina) as identified in *Exhibit A to this Work Order, Summer Youth Work Experience Program Service Areas*.

Program year 2013 Summer Youth Work Experience funding will be distributed proportionately amongst the five (5) Supervisorial Districts as follows:

#### 5.1

Supervisorial District	Number of Sites	Funding Per Site
District 1	5	\$92,000
District 2	2	\$92,000
District 3	1	\$92,000
District 4	1	\$92,000
District 5	3	\$92,000
<b>Total</b>	<b>12</b>	

#### 5.2 Anticipated Awards Resulting from this Work Order

County will be allocating funding within the five (5) Supervisorial Districts to a total of 12 sites at a maximum of \$92,000 each, in areas of highest need pursuant to *Exhibit A, Summer Youth Work Experience Program Service Areas* to provide the required services as defined in *Exhibit B to this Work Order, PY 2013 Summer Youth Work Experience Program Statement of Work Section 5.0, Specific Tasks*, to at least the specified minimum number of Youth.

County will enter into cost reimbursement contracts with the most responsive Bidder(s). A responsive Bidder is defined as one that meets the technical requirements as defined in *Part A, Section 4.0, Bidder Mandatory Requirements* and has the ability to place the highest number of Youth in work experience at the lowest cost (i.e., the more Youth placed, the lower the per participant cost).

### 6.0 TERM OF WORK ORDER

Successful Bidders will be recommended to enter into Work Orders for four (4) months, effective July 1, 2013 through October 31, 2013, unless terminated earlier or extended, in whole or in part, at County's discretion, as provided by this Work Order. Successful Bidder shall only conduct closeout activities during the final month of the Work Order (October); all services to Youth shall end on September 30, 2013. The term of this Work Order is conditional on the continuing availability of funds.

### 7.0 LEVERAGING

7.1 Bidder may elect to leverage resources to increase the amount of services provided to Youth and broaden the impact of the program itself.

- 7.2 Leveraged resources can include cash, as well as a wide range of in-kind benefits from personnel, volunteers, facilities, materials, and direct participant costs paid from other public and private resources. Public resources can include co-enrollment in other federal funded programs, private grants, paid internships, supervisor hours, public education instructional services, donated materials, etc.
- 7.3 Successful Bidders shall utilize 75% of SYWEP funds for exclusively for participant wages.

## 8.0 SUBCONTRACTING

The requirements of this Work Order may not be subcontracted by Bidder **without the advance written approval of County**. Any attempt by Bidder to subcontract without the prior written consent of County may be deemed a material breach of the Youth Services Master Agreement. Any Subcontractors which may be approved shall be limited to those with their principle place of business located in Southern California.

# PART B – INSTRUCTIONS FOR SUBMITTING BID PACKAGES

## 1.0 OVERVIEW OF BID PROCEDURES

- 1.1 The material below contains instructions and rules to be followed by Bidder responding to this Work Order. Included are the requirements that each Bidder must satisfy which include, but are not limited to, the format in which the Bid Package is to be submitted, and the procedures for submitting the Bid Packages.
- 1.2 All Bid Packages shall include the items and information referred to in *Part B of this Work Order, Section 6.0, Preparation and Format of the Bid*.
- 1.3 Bidder must complete all forms and submit them according to *Part B of this Work Order, Section 5.0, Bid Submission*. County reserves the right to not accept incomplete Bid Packages.
- 1.4 Bid Package shall be used to determine Bidder's ability to provide the specified Services at the lowest cost. Failure of Bidder to fully comply with the instructions in this *Part B* may eliminate its Bid Package from further review as determined in the sole discretion of County.
- 1.5 County reserves the sole right to evaluate the contents of Bid Packages submitted in response to this Work Order and to select the Successful Bidder(s).

## 2.0 COUNTY RIGHTS AND RESPONSIBILITIES

- 2.1 County has the right to amend this Work Order by written addendum. County is responsible only for that which is expressly stated in the solicitation document and any authorized written addendum thereto. Such addendum shall be made

available to each person or organization which County's records indicate has received this Work Order. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the Bid Package not being considered, as determined in the sole discretion of County. County is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

### 3.0 TRUTH AND ACCURACY OF REPRESENTATIONS

False, misleading, incomplete, or deceptively unresponsive statements in connection with a Bid Package shall be sufficient cause for rejection of the Bid Package. The evaluation and determination in this area shall be at the County's sole judgment and shall be final.

### 4.0 BIDDERS' QUESTIONS

Proposers may submit written questions regarding this Work Order by email to the Contract Analyst identified below. All questions must be received by **May 10, 2013, 5:00 pm**. All questions, without identifying the submitting firm, will be compiled with the appropriate answers and issued as an addendum to this Work Order.

When submitting questions please specify the Work Order section number, paragraph number, and page number and quote the passage that prompted the question. This will ensure that the question can be quickly found in the Work Order. County reserves the right to group or summarize similar questions when providing answers.

Questions regarding this Work Order should be emailed to: [jvaldez@css.lacounty.gov](mailto:jvaldez@css.lacounty.gov)  
Responses will be released by **May 16, 2013**.

### 5.0 BID SUBMISSION

- 5.1 The original Bid and three copies shall be organized in a folder, and enclosed in an envelope, plainly marked in the upper left-hand corner with the name and address of the Bidder as well as the Supervisorial District in which funds are being requested and bear the words: **"BID FOR SUMMER YOUTH WORK EXPERIENCE PROGRAM SERVICES"** and Supervisorial District in which funds are being requested.

**The Budget Forms must be sealed separately and enclosed in the envelope referenced above.**

Bidder's Bid Package and any related information shall be delivered by **May 22, 2013 at 11:00 a.m. Pacific Daylight Time (PDT), to:**

Carol Domingo, Program Manager  
Department of Community and Senior Services  
3175 W. Sixth Street, Room 403  
Los Angeles, CA 90020

- 5.2 It is the sole responsibility of each Bidder to assure that its Bid Package is delivered to the person and at the address shown above before the submission deadline. Bidders shall bear all risks associated with the use of mail or other delivery service. No facsimile (fax) or electronic mail (e-mail) of the Bidder's Package will be accepted.
- 5.3 Any Bid Package received after the submission deadline shall be returned, unopened, to the sender and shall not be evaluated.

## **6.0 PREPARATION AND FORMAT OF THE BID**

### **6.1 Objective of Bid Package Submission**

The objective of this Bid Package submission is for CSS to ascertain the Bidder's ability to place the highest number of Youth in paid work experience countywide to the eligible Youth at the lowest cost.

Bidder may bid on multiple sites in multiple Supervisorial Districts, but will not be awarded work for more than one (1) site countywide.

### **6.2 Bid Package Submission Format**

All Bid Packages must be submitted in the prescribed format, for each Supervisorial District for which funding is being requested. Any Bid Package that deviates from this format may be rejected without review at County's sole discretion. In preparing the Bid Package, the Bidder shall ensure the following:

- Text must be legible, typewritten, and double-spaced.
- Pages must be numbered consecutively from beginning to end so that information can be located easily during review of the Bid.
- Staffing Plan is limited to 1 page maximum. Resumes must be attached for all staff.
- Calculations on the budget forms must be accurate.

## **7.0 BID PACKAGE CONTENT**

The content and sequence of the Proposal Package must be as follows:

- ☐ Bid Cover Page
- ☐ Staffing Plan
- ☐ Budget Forms and Narrative \*

\*Budget Forms must be sealed and submitted separately within proposal envelope.



**7.1 Cover Page (1 Page Maximum)**

The cover page must be on the Bidder's stationery. The cover page must include the Bidder's name, address, telephone, facsimile number(s) and email address of the person(s) to be used for contact and who will be authorized to represent the Bidder.

The cover page shall identify the document as a Bid Package stating the exact name of the Work Order, Work Order Number, Supervisorial District, and Bid Package submission date.

**7.2 Staffing Plan (limit 1 page):**

Bidder must provide a staffing plan that will ensure full compliance with the requirements specified in *Exhibit B to this Work Order, Summer Youth Work Experience Statement of Work, Section 4.0, Successful Bidder(s) Staff* and the Bidder's stated methodology for providing Youth Work Experience Program services. The staffing plan must be supported by resumes and be consistent with the Bidder's Budgeted costs.

**7.3 Budget Package**

Completed Budget Forms as well as a Budget Narrative is required as detailed in *Exhibit D to this Work Order*. Bidder shall identify the proposed service area(s) in each Supervisorial District as specified in *Exhibit A to this Work Order, Summer Youth Work Experience Program Service Areas*, in which services shall be provided as defined in *Exhibit A to this Work Order, PY 2013 Summer Youth Work Experience Program Statement of Work, Section 2.0, Specific Tasks*, the total cost, the total number of Youth and the per participant cost.

Bidder must submit a separate budget for each site and proposed Supervisorial District. Bidder may not request less or more than \$92,000. Bidders are encouraged to serve more Youth than the minimum designated number referenced in *Work Order, Part A, Section 5.0, Funding*.

When submitting its budget, Bidder must take into account all costs associated with serving a Youth from point of enrollment, services provided, to completion or non-completion of program services, including all overhead/administrative costs.

**8.0 BID PACKAGE REVIEW****8.1 Bidder's Bid will be reviewed for the following:**

- Per participant cost to place Youth in paid work experience to the minimum number of Youth;
- Budget Form(s) supports staffing costs as reflected in the Budget Narrative(s);
- Ability to meet minimum participant wages requirement; and
- Ability to provide leverage to expand services to additional Youth.

- 8.2 Bidders that demonstrate the ability to place the most Youth in paid work experience at the lowest cost will be recommended for funding. Successful Bidders will be held to the per participant cost reflected on the budgets submitted.